

**Office of the Attorney General**  
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# **JOB POSTING**

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**Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.**

## **Contract Tort Claims Analyst Investigations Division**

### **Principal Duties**

Contract position available for entry-level claims analyst. Position to consist exclusively of duties related to third-party claims against the State of Indiana.

- Obtaining, understanding and explaining various reports including police reports, statements, property damage estimates, drivers license records, photographs, medical bills and records.
- Writing reports of findings.
- General working knowledge of insurance practices as well as the use of a personal computer including the various software programs such as Microsoft Word and Excel.
- Past claims experience preferred.

### **Qualifications**

- Position requires analyst to be able to identify and gather necessary information to properly evaluate and assess claims.
- The successful candidate should be able to present a clear picture of the incident, the location, setting, participants and other variables relative to the scene.
- Candidate must be able to clearly and concisely report their findings both verbally and in written form.
- Position includes basic contact with claimants, insurance adjusters, investigators, attorneys and witnesses.
- Must pass a thorough background investigation and possess a valid Indiana driver's license.